

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
OCTOBER 19, 2005**

Visit the MAC website at ct.gov/MAC

Joe Amend, MAC Chair, called the meeting to order at 9:10 a.m.

Approval of Minutes

The minutes of the September 21, 2005 meeting were adopted unanimously.

Treasurer's Report

Peter Bucknall reported that all bills have been paid with the exception of the honorarium for the keynote speaker. The balance will be \$2,263 when all bills are paid and receipts are in. The Treasurer's report was accepted.

Committee Reports

Credentials. The Credentials Chair, Ellen Carter, has updated the roster. Elise Kremer circulated the updated roster and summarized the changes. The updated roster is attached to these minutes.

Old Business

Speakers and Logistics. On November 16, 2005, the speaker will be Chief Information Officer Diane Wallace. The meeting will take place at DOIT. Parking will be available at the Pitkin Street overflow lot. Elise Kremer will provide directions and instructions to access this lot in the November meeting announcement.

Discussion ensued as to topics CIO Wallace might address. Topics included:

- Strategic plans for DOIT and its interface with other agencies
- Paradigm shift at DOIT from "control" to "partnership" with agencies
- Agency funding of DOIT services
- Ongoing training needs for agency employees
- Involvement of DOIT with applications ("care and feeding") versus IT infrastructure
- Solutions to junk email
- Selling surplus state IT equipment to state employees vs. at auctions
- New monitoring software that interferes with legitimate work

Elise Kremer will invite the DAS Commissioner, Linda Yelmini, to speak at a 2006 MAC meeting. It was also suggested that MAC invite Dr. Linda Schwartz, Commissioner of Veterans' Affairs, to be a guest speaker. Elise and Babatunde Green will coordinate.

Meeting with Administration Officials. Joe Amend is still pursuing a date and time to meet with OPM and DAS officials.

Report on Managers Day 2005. Managers Day 2005 was the “best ever for recent times” according to the consensus of the attendees. There was particularly positive feedback regarding the keynote speaker, Kenny Moore, from attendees. Attendance was 220 managers (approximately 10% of all state managers). Percy Cave arranged for a great display of the Governor’s proclamation of State Managers Day. Overall, the Committee did a great job, but was hampered by the date remaining up in the air so long.

Joe Amend will request the registration list from DAS, so that we can review attendance by agency and add new members to the managerial mailing list.

Web Site. Anne MacLeod distributed a handout regarding a standard format that she recommends for Issues Briefs. Joe Amend suggested the designation of a key contact for each issue. The membership suggested a variety of content issues. Ann asked that managers email her suggested topic areas. There was discussion whether certain information should be password protected.

Joe will provide information on 2005 Distinguished Managerial Service awardees to Anne for the MAC website. A suggestion was made to videotape the presentations at Managers Day and then stream it through the MAC website.

Communications Committee. There was nothing new to report.

Communication to Managerial Mailing List. A draft was previously sent to Joe Amend by the Communications Committee. Joe requested that it be resent. The communication will invite managers to visit the web site and participate on the Bulletin Board.

Eighty-Hour Pay Period Schedules. Joe Amend reviewed a handout regarding federal regulations. A workweek is defined as 168 consecutive hours. Exempt employees may work more hours. Most state managers are not exempt. The A & R contract language seems to run counter to federal law. The bargaining unit may have sought an exemption from that law.

A lively discussion ensued on this topic. Members reported widely divergent agency practices on managerial compensatory time. The statewide policy on compensatory time for managers is on the DAS web site. The Department of Labor web site also has related information. Joe will continue to follow up on this issue. The issue appears to have two elements: 80-hour pay period schedules and uncompensated overtime.

Managerial Appeals Process. Elise Kremer distributed a document from Dr. Martin Anderson that clarifies this issue. Dr. Anderson underscored the fact that statutes only provide for a rating of “unsatisfactory” to be appealed. The membership discussed a concern that all ratings which have a financial impact be appealable.

New Business

Managers Day 2006 Planning. The current Committee Members volunteered to continue for 2006. As other members expressed an interest, a sign up sheet was circulated. In the future, we need to start getting speakers earlier if there continues to be OPM support. A suggestion was offered to invite Steven Covey as the 2006 keynote speaker. John Maxwell was also suggested as a speaker for 2006. There is continued interest in having Coach Calhoun speak; however, the date for Managers Day needs to be finalized earlier was done in 2005. The Committee has tentatively reserved Aqua Turf for October 6, 2006. Rentschler Field was suggested as a site. This was looked into for 2005, and proved too expensive. The Convention Center was suggested as well. A breakfast only program was suggested, as was done several years ago at Manchester Community College. The Committee will take all suggestions under advisement.

Managerial Training. When Commissioner Carpenter of the Department of Motor Vehicles presented at Managers Day 2005, he emphasized ongoing training and recommended that MAC pursue with DAS the restoration of the managerial certificate program. Discussion ensued that many state employees do not want to advance into management because there is no incentive in salary, training, work schedules, etc. The state managerial workforce is a graying group, and younger individuals are not coming into the ranks. This will have a tremendous impact on the state workforce capacity going forward.

Adjournment

The meeting was adjourned at 11:10 a.m. The next MAC business meeting will be held on Wednesday, November 16, 2005 at 10:00 a.m. in Conference Room 1002 A/B at the Department of Information Technology, following CIO Wallace's presentation to the membership at 9:00 a.m.

The list of those in attendance at the October 19, 2005 MAC meeting and the updated membership roster are attached and are hereby made a part of these minutes.

Respectfully Submitted,

Jadwiga Gocłowski
MAC Representative for the
Department of Mental Retardation

For Mark Polzella
MAC Secretary
MAC Representative for the
Department of Labor

**MAC ATTENDANCE ROSTER
OCTOBER 19, 2005**

<u>DEPARTMENT</u>	<u>NAME</u>	<u>R/A/G</u>
Administrative Services	Abbie Watkins	R
Banking	Claudia Helfgott	R
Children and Families	Gary Zera	R
Economic and Community Development	Sheila Hummel	R
Information Technology	Anne Macleod	R
Insurance	Allan Elstein	R
Library	Bonnie Delaney	R
Mental Health and Addiction Services	Tom Tokarz	R
Mental Retardation	Jadwiga Gocłowski	R
Mental Retardation	Penny Davis	A
Motor Vehicles	Joseph Lembo	R
Policy and Management	Joe Amend, Chair	A
Public Health	Elise Kremer, Vice-Chair	R
Public Safety	Barbara Lynch	R
Public Works	Jerry Glassman	R
Revenue Services	Tom Crafa	R
Secretary of the State	Diane Steir	R
Social Services	Peter Bucknall, Treasurer	R
Special Revenue	Bette Jenak	R
Special Revenue	Mike Janusko	A
Transportation	Wanda Seldon	R
Veterans' Affairs	Nancy Buturuga	A
Veterans' Affairs	Babatunde Green	R

**Management Advisory Council
Representatives & Alternates, Reported as of 10/17/05**

Chair Joseph Amend---Vice Chair Elise Kremer---Secretary Mark Polzella---Treasurer Peter Bucknall

Agency	First	Last	Pos.	Phone	E-mail
Admin. Services	Abbie	Wotkyns	Rep.	713-5469	abbie.wotkyns@po.state.ct.us
Admin. Services	Dave	Lynn	Alt.	713-5107	dave.lynn@po.state.ct.us
Agriculture	Frank	Intino	Rep.	566-1606	fintino@sbcglobal.net
Agriculture	David	Carey	Alt.	203-874-0696	davcarey@snet.net
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Banking	Claudia	Helfgott	Alt.	240-8162	claudia.helfgott@po.state.ct.us
Children & Fam.	Gary	Zera	Rep.	203-281-8305	gary.zera@po.state.ct.us
Children & Fam.	Barbara	Kleefeld	Alt.	550-6419	barbara.kleefeld@po.state.ct.us
Comptroller					
Correction	Donald	Currey	Rep.	692-6838	donald.currey@po.state.ct.us
Econ. & Com. Dev.	Sheila	Hummel	Rep.	270-8105	sheila.hummel@po.state.ct.us
Econ. & Com. Dev.	Anthony	Brescia	Alt.	270-8047	tony.brescia@po.state.ct.us
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Environ. Protection	Angella	Levy	Alt.	424-3159	angella.levy@po.state.ct.us
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Human Rts. & Opp.	Tanya	Hughes	Alt.	203-579-6246	tanya.hughes@po.state.ct.us
Info. Technology	Anne	MacLeod	Rep.	622-2402	anne.macleod@po.state.ct.us
Info. Technology	Ken	Holyst	Alt.	594-3549	kenneth.holyst@po.state.ct.us
Insurance	Allen	Elstein	Rep.	297-3826	allen.elstein@po.state.ct.us
Insurance	Richard	Owens	Alt.	297-3933	richard.owens@po.state.ct.us
Labor	Mark	Polzella	Rep.	203-859-3302	mark.polzella@ct.gov
Labor	Carl	Guzzardi	Alt.	263-6369	carl.guzzardi@ct.gov
Ment. Health & AS	Thomas	Tokarz	Rep.	666-7616	thomas.tokarz@po.state.ct.us
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Mental Retardation	Penny	Davis	Alt.	203-586-2608	penny.davis@po.state.ct.usi
Military	Thomas	Thomas	Rep.	548-3246	thomas.thomas@po.state.ct.us
Military	Anthony	Lewis	Alt.	548-3248	anthony.lewis@po.state.ct.us
Motor Vehicles	Joseph	Lembo	Rep.	203-805-6227	joseph.lembo@dmvct.org
Motor Vehicles	Nancy	McCorkle	Alt.	263-5225	nancy.mccorkle@dmvct.org
OPM	Ellen	Carter	Rep.	418-6218	ellen.carter@po.state.ct.us
OPM	Joseph	Amend	Alt.	418-6204	joseph.amend@dmvct.org
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Public Safety	Barbara	Lynch	Rep.	685-8010	barbara.lynch@po.state.ct.us
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Public Util. Control	Kathy	Bruni	Alt.	827-2878	kathy.bruni@po.state.ct.us
Public Works	Gerald	Glassman	Rep.	713-5709	gerald.glassman@po.state.ct.us
Public Works	Bruce	Cornish	Alt.	713-5760	bruce.cornish@po.state.ct.us
Revenue Services	Thomas	Crafa	Rep.	203-287-5428	thomas.crafa@po.state.ct.us
Revenue Services	Rosemary	Cleary	Alt.	541-3226	rosemary.cleary@po.state.ct.us
Secretary of State					
Social Services	Peter	Bucknall	Rep.	203-974-8418	peter.bucknall@po.state.ct.us
Social Services	Cheryl	Parsons	Alt.	704-3111	cheryl.parsons@po.state.ct.us
Special Revenue	Bette	Jenak	Rep.	594-0514	bette.jenak@po.state.ct.us
Special Revenue	Michael	Janusko	Alt.	594-0531	michael.janusko@po.state.ct.us
State Library	Bonnie	Delaney	Rep.	566-5814	bdelaney@cslib.org
Transportation	Wanda	Seldon	Rep.	594-3119	wanda.seldon@po.state.ct.us
Transportation	Jackie	Ouellette	Alt.	594-3107	jackie.ouellette@po.state.ct.us
Veterans' Affairs	Babatunde	Green	Rep.	721-5882	babatunde.green@po.state.ct.us
Veterans' Affairs	Nancy	Buturuga	Alt.	721-5821	nancy.buturuga@po.state.ct.us

